Oracle’s User Productivity Kit (UPK) is a collaborative content development platform that drives end-user and project team productivity throughout all phases of the software ownership lifecycle. UPK pre-built application specific content provides significant additional benefit beyond the UPK Developer for enterprises deploying JD Edwards World applications.

**UPK Application Content: “As Delivered” System Process References**

The value of UPK pre-built application content starts from the premise that implementation project teams can save substantial time and labor by leveraging UPK application content as baseline reference system process flows first and then iterating to capture specific business process requirements. The savings can be substantial – project team resources typically dedicated to the preparation of system test data, storyboarding, and process standardization can be greatly reduced.

**Mirrors Oracle Application Development Methodology**

Key to the value of UPK application specific content is the fact that it is authored in tight collaboration with the actual developers who wrote the code, thus creating content which accurately reflects industry best practices with detailed conceptual information.

**Delivering Value Throughout the Software Lifecycle**

The value of UPK application content has relevance in many phases common to software implementation projects. For example, early on in the project lifecycle, UPK play back capabilities allow implementation leads to educate themselves on the delivered system process flows (vanilla functionality) of the new application without having to actually configure a “sand-box” environment, mitigating costs associated with labor and hardware and reducing the new functionality “learning curve.”

**Eliminate Dedicated Instances To Analyze Delivered Functionality**

Once the delivered functionality and process flows of the new application are understood, the project team can use the UPK content as an aid to do the fit-gap analysis. For this phase of the project lifecycle, the functional expert visually moves through a UPK simulation – leveraging the application specific content – while noting in the test document the configuration and/or customizations necessary to achieve the desired business outcome.
Customizing Pre-Built Content

Over the course of an implementation or upgrade, the UPK pre-built content can evolve until it mirrors the final deployed application. The existing pre-built content can easily be modified using the UPK Developer to capture the configuration changes or steps in the new process. UPK’s re-record feature also enables a guided recapture of screens and steps in the application so your UPK content reflects the final state of your application.

Use the UPK Developer to easily customize the content to match your organization’s needs. The UPK Content products contain the following sections:

**Accounts Payable**
Understanding the Process Flow for Accounts Payable
Processing Vouchers
Netting Payables & Receivables
Processing A/P Drafts
Reviewing Supplier Information
Reporting in A/P
Processing Period End Information
Processing Batch Vouchers
Using Payee Control
Executing Technical Processes
Processing Manual Payments
Entering Supplier Information
Processing Automatic Payments
Processing Vouchers with Alternate Methods

**Accounts Receivable**
Understanding the Process Flow for Accounts Receivable
Entering Customer Information
Processing Invoices
Reviewing Customer Ledger Information
Processing Manual Receipts
Working with Other Types of Receipts
Working with Alternative Methods of Application
Netting Receivables and Payables
Processing Automatic Receipts
Managing Credit and Collections
Printing A/R Reports
Processing Period End
Processing Statements and Reminders
Processing Batch Invoices
Executing Technical Processes

**Address Book**
Understanding Address Book and Electronic Mail
Maintaining Address Book
Working with Auxiliary Address Book Information
Working with Address Book Reports and Labels
Working with Parent/Child Relationships
Working with Address Book Supplemental Data
Processing Batch Addresses
Working with Updates and Purges

**Advanced Pricing**
Setting Up Advanced Pricing
Reviewing Base Pricing
Setting Up Adjustment Schedules
Overriding Search Groups
Working with Additional Adjustments
Revising Adjustments
Setting Up System Controls

**Base Configurator**
Setting Up Configuration Management
Entering Sales Orders
Working with Configured Items

**Common Foundation**
Working with World Common Foundation
Working with Interactive and Batch Jobs
Working with Helps
Working with Records
Working with User Defined Codes
Working with Reports
Working with DREAM Writer

**FASTR**
Creating FASTR Versions
Working with Additional FASTR Functions

**Fixed Assets**
Setting Up the System For Fixed Assets
Creating Asset Master Records
Processing G/L to Fixed Assets
Depreciating Fixed Assets
Transferring, Splitting and Disposing
Closing Annual Account Balances
Reviewing Fixed Asset Reports
Using Global Updates in Fixed Assets
Running Integrity Reports
Creating a STAR Version
Working with Additional STAR Functions

**General Ledger**
Setting Up Your Organization
Processing Journal Entries
Setting Up Intercompany Settlements
Completing Periodic and Annual Processes
Running Integrity Reports
Working with Reports and Inquiries
Reconciling Accounts
Working with Allocations
Entering Budgets
Performing Global Updates
Using 52 Period Accounting


**Inventory Management**
- Entering Item Information
- Processing Inventory Transactions
- Reviewing Inventory and Quantity Information
- Reviewing Inventory Reports
- Processing a Cycle Count
- Processing a Tag Count
- Entering Kits
- Processing Lots

**Human Resources Management**
- Setting Up Benefits Administration
- Working with Benefits
- Working with COBRA Coverage
- Working with Flexible Spending Accounts
- Working with Nondiscrimination Testing
- Working with System Setup
- Entering Employee Information
- Working with New Hire Reporting
- Working with Employee History and Turnover
- Defining Job Information
- Entering Requisitions
- Entering Applicant Information
- Working with Position Control
- Working with Safety and Health Information
- Working with Wage and Salary Information
- Defining an Organizational Structure

**Payroll**
- Entering Employee Information
- Working with Time Entry
- Processing a Payroll Cycle
- Reviewing Payroll History
- Using the Tax Calculator
- Processing Interim Checks
Reconciling Payments
Working with Periodic Reports
Processing Journal Entries Prior to the Payroll Cycle
Entering Payment Adjustments
Processing Retroactive Pay
Working with Employee History and Turnover
Setting Up Wage Attachments
Processing Rollovers
Setting Up A/P Integration
Setting Up Intercompany Settlements
Entering and Working with Step Progression
Verifying the Integrity of Payroll History
Setting Up General Payroll Information
Setting Up Earnings Information
Setting Up Deductions, Benefits, and Accruals
Setting Up Automatic Accounting Instructions
Setting Up Tax Information
Labor Reclass Processing

**Procurement**
Entering Purchase Orders
Working with Purchase Orders
Printing Purchase Order Information
Processing Receipts
Printing Receipt Information
Processing Vouchers
Printing Voucher Information
Working with Landed Costs
Processing Special Orders
Processing Approvals
Working with Receipt Routing
Working with Supplier Management
Processing Rebates
Working with Order Updates
Entering Pay When Paid Subcontracts
Releasing Pay When Paid Vouchers
Inquiring on Pay When Paid Information

**Product Costing and Management Accounting**
Understanding Standard Cost Process Flow
Setting Up Product Costing
Reviewing BOM and Routing
Creating Simulated Costs
Working with Simulated Cost Components
Updating Frozen Costs
Reviewing Costing Information
Working with Additional Costing Features
Working with Work Orders
Creating Journal Entries
Reviewing Variances
Working with Next Numbers
Posting to General Ledger

**Product Data Management and Shop Floor Control**
Working With Bills of Material
Working With Work Centers
Working With Routings
Working With Lead Times
Working with Engineering Change Management
Reviewing Manufacturing Setup
Creating Work Orders
Reviewing Component Availability
Managing Shortage Information
Reviewing Work Order Schedules
Performing Work Order Schedules
Working with Orderless Processing

**Project Costing**
Creating Job Master Records
Working with Cost Code Structures
Defining Job Budgets
Working with Job Schedules
Reviewing a Project or Job
Working with Job Progress
Creating Profit Recognition
Closing Jobs
Processing Draws

**Requirements Planning and Production Scheduling**
Reviewing Item Master and Branch Plant
Setting Up MRP/DRP/CRP
Forecasting
Planning Single Facility
Reviewing an Example
Planning Multi-Facility
Setting Up Forecast Consumption
Scheduling Supplier Release
Planning Capacity Requirements
Planning Resource Requirements

**Sales Order Management**
Entering Sales Orders
Working with Additional Order Entry and Release
Working with Sales Order Information
Processing Sales Orders
Processing End of Day Applications
Working with Prices
Working with Preferences
Working with System Setup

**Technical Foundation**
Working in the World Environment
Working with Helps
Working with Software Versions Repository
Creating Environments
Working with Import/Export
Working with User Defined Codes
Working with DREAM Writer
Working with Additional DREAM Writer Options
Working with Menus
Working with Additional Menu Design Tools
Working with Data Dictionary Design
Reviewing the Field Reference File Rebuild
Working with Vocabulary Overrides
Working with Language and Jargon
Working with Unattended Night Operations
Entering User Reserved Information
Setting Up EDD
Working With EDD Maintenance
Working With EDD Processes

**World Writer**

Working with World Writer Basic Features
Working with File Joins
Working with Calculations

**CONTACT US**

For more information on UPK and application specific content for Oracle application product families go to http://www.oracle.com/goto/upk/user-productivity-kit.html.